

### **III-18.01 General**

Since each project is unique in its design, the general Governing Specification may not contain enough specific information to construct the project. The Plan Notes provide additional, specific instructions to the Contractor so the project can be completed as designed. There are two types of notes used in plan sheets, Standard Notes and project notes.

The Design Division has the responsibility to monitor, revise, and maintain the department's Standard Notes. The Standard Notes and sample Plan Notes can be found at [www.state.nd.us/dot](http://www.state.nd.us/dot). Click "Manuals," "Design Manual," "Plan Preparation Guide."

The designer should develop notes in a manner to clearly identify the description or scope of work, method of measurement, and basis of payment.

### **III-18.02 Standard Notes**

Standard Notes are general in nature and apply to multiple projects. The Standard Notes are identified in the following manner:

100-001    STANDARD NOTE: This is an example of a standard note format.

Where:    100   - designates the applicable Section of the Standard Specifications.  
              001   - designates the assigned standard note number.

If a standard note is modified, the note number shall be changed to represent a project note.

### **III-18.03 Project Notes**

Project notes are specific in nature and would apply primarily to a single project. The project notes are identified in the following manner:

100-P01    PROJECT NOTE: This is an example note.

Where:    100   - designates the applicable Section of the Standard Specifications.  
              P     - designates the note as a project note.  
              01    - designates the note number.

Project notes should be numbered consecutively for all notes within a Section of the Standard Specifications.

### **III-18.04 Incidental Work**

Generally, all work and materials should be paid for separately, however some work and materials may be better suited to be made incidental to a bid item they are associated with. The

designer should refer to Section III-21 of the Design Manual for guidance to determine when work items should be incidental to other pay items. **The designer should provide a project note for all incidental items not covered by the Standard or Supplemental Specifications.**

#### **III-18.05 Revisions to Standard Notes**

Revisions to the Standard Notes should be submitted to the Design Division six (6) weeks prior the plan completion date. The notes contained in the Master Plan Note File are updated periodically or as required.

#### **III-18.06 Escrow Criteria**

Consideration should be given to utilizing the Escrow of Bid Documentation Specification and associated bid item and Plan Note(s) if a project meets the following criteria:

- a. Urban reconstruction projects greater than \$7.5 M.
- b. Rural reconstruction projects greater than \$10 M.
- c. Structure projects greater than \$10 M.
- d. Other factors unique to a project as determined by the department.